

City of San Antonio Submittal Check List

RESIDENTIAL BUILDING PERMIT APPLICATION

New Residential Structures or Additions (≥1000 sq.ft. & 2 story)

A	<p>1. The person making and submitting this application acknowledges that no work or any operation may begin or has begun prior to the approval of plans and issuance of a building permit.</p> <p>2. Submittal packages that are determined to be <u>incomplete</u> will be returned to the applicant. No plan reviews will be conducted until all required items are submitted.</p> <p><i>Submittals shall meet the 2012 International Residential Code, the adopted code in the City of San Antonio</i></p>
B	<p>The plan review package shall contain the following in ink or typed, and plans shall be in architectural or engineering standard construction document format.</p> <ul style="list-style-type: none"> • A completed application for a building permit signed and dated (attached). • A completed notarized tree application/affidavit. (PDF file) • Provide a flex zoning porch exemption certificate when applicable: _____ (required; certificate No.) • Two identical sets of construction documents, drawn to scale. All drawings shall be stamped, sealed and signed in accordance with the State of Texas Architect's and/or Engineer's Practice Act, when necessary. At a minimum, all submittal packages/drawings shall include: <ul style="list-style-type: none"> ○ Copy of the plat, or Volume and Page of the recorded plat, or Letter of Determination if not platted ○ A site plan that matches the recorded platted lot. The site plan should include at the very minimum: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, fences, gates, parking, concrete work and building setbacks. The site plan shall be to scale. ○ Foundation plan of sufficient detail to show conformance to the provisions of the IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements of braced wall panels if required in braced wall plan. (Note: all post tension foundation designs must be prepared by a Texas registered professional engineer). ○ Floor plan(s) ○ Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows: <ul style="list-style-type: none"> ▪ General - lumber size, grade, species and spacing of all wood elements. ▪ Wood framed floors - spans and any intermediate girders. IRC R502. ▪ Wood framed walls – wall type (2x4's @ 16 in. o.c. as example), wall height, headers. IRC R602.3. ▪ Wood framed roofs – Roof framing plan to include rafters and girders as a minimum. IRC R802. ○ Exterior elevations (all sides) ○ Window and door schedule or details ○ Brace wall plan showing compliance with IRC R602.10. The plan shall clearly indicate the braced wall lines and the braced wall method used for compliance to expedite review ○ 2009 RESCheck based on the 2009 IECC (from the Department of Energy) for a design based on the prescriptive path, or IC3, REM/Rate, or EnergyGage if the design is based on the performance path. • Provide air barrier/insulation/duct sealing certification letter prior to final inspection (new homes and additions). (See IB 167) • Plan Review fees are due at the time of submittal, Building Permit fees due at the time the permit is issued.
C	<p>All city properties shall be required to front on a paved city street or the owner shall have one half of the street paved at his/her cost. See Section 35-506(d)(9)(C)(3) of Unified Development Code.</p>
D	<p><u>Expiration of Plan Review and Permits</u></p> <p>Applications for which no permit is issued within 180 days following the date of application shall expire if not pursued in good faith or if abandoned by the owner. Plans and other data submitted for review may be destroyed by the building official. The building official may extend the time for an applicant to obtain a permit for an additional 180 days upon request of the applicant who must show justifiable cause in writing. If an application expires, plans must be resubmitted as a new permit under the current International Residential Code adopted by the City. – 2012 IRC Section R105.3.2</p> <p>Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. – 2012 IRC Section R105.5</p>

City of San Antonio
 1901 SOUTH ALAMO STREET, TEXAS 78204 210-207-1111
RESIDENTIAL BUILDING PERMIT APPLICATION
The 2012 International Residential Code Applies

0	AP No.:		PLAT No.:	
1	Project Name:			
	Site Address:		Duplex: Yes No	Unit No.: ____/____
2	Legal Description	NCB:	Block:	Lot(s):
	Plat Information as recorded in Bexar County:		Volume	Page
	Existing Zoning:		Is this property in a Form Based Zoning District?	
3	Owner:		Phone:	Fax:
	Address:		Email:	
	City:	AC#:	State:	Zip Code:
4	Contractor:		Phone:	Fax:
	Address:		Email:	
	City:	ID#:	State:	Zip Code:
5	Contact Person:		Phone:	Fax:
	Address:		Email:	
	City:	AC#:	State:	Zip Code:
6	Class of Work (circle as appropriate): New Structure Addition Interior Remodel			
	Other (Describe):			
7	Subdivision:			PUD? Yes No
	Construction Type:	Exterior Finish:	Roof Material:	Lot Size:
	Existing Square Footage:		New Square Footage:	
	Stories:	Total Height (ft.):	Garage:	Yes No Sq Ft:
8	Change of Use	From: To:		
9	Other Work to be Done (circle as appropriate): Mechanical Electrical Plumbing			
10	Domestic Water Available?	Yes No	Sewer Available?	Yes No If no see SAWS for Septic
	Existing Structures on Site?	Yes No	Project Comply To Universal Design: Yes No	
	Flex Zoning Porch Exemption	Yes No	Certificate No.:	
11	Truss Engineer (if applicable):			
	Brick Lintel Engineer (if applicable):			
12	Will this Home be used as a Boarding Home? YES ____ NO ____			If YES, how many People? ____

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(Applicant to complete all numbered spaces – Please Print)

13	Valuation: \$			After Hour Review Request?		Yes	No
14	Garage?	Detached	Attached	Floodplain Permit: Yes No		Permit #: _____	
	Accessory Dwelling?	Yes	No	Utility Easement Releases?		Yes	No
	Set Back Variance?	Yes	No	Engineered Foundation?		Yes	No
	Fence in front yard?	Yes	No	Engineered Trusses		Yes	No
	Water Heater in Attic?	Yes	No	Historical District?		Yes	No
15	First floor operable windows with height 72-inches above finished grade or floor? (2012 IRC R312.2.1)			Yes No	If Yes, provide window locations on plan to comply with 24-inch minimum sill height		
	Does the Property Front a Paved City Street? <i>Required by COSA's Unified Development Code</i>			Yes No	All city properties shall front on a paved city street or the owner shall have one half of the street paved at his/her cost. See Section 35-506(9) B of the UDC		
	Is there a traffic calming device adjacent to the future driveway?			Yes No	All driveways (including flares) are required to be 6-feet away from a traffic calming device.		
	Required documents to be filed with Development Services Department at the completion of the project and before issuance of a Certificate of Occupancy or Certificate of Completion. 1. Letter of air barrier/insulation/duct sealing certification compliance from 3 rd party inspector - IB 167. 2. Letter of compliance from the foundation engineer.						
16	Energy Compliance Tool (Circle One):		REScheck	IC3	REM/Rate	Energy Gage	
	REScheck % above Code:		ENERGY STAR Version:				
17	Separate permits are required to be pulled by licensed contractors for mechanical, electrical, plumbing, and sidewalks/approaches/curb cuts work associated with a new house or an addition to an existing home. For a new home only, standard/required mechanical, electrical, and plumbing permits are assessed and paid for with the building permit. Other optional electrical and plumbing permits described below may be assessed and paid for with the building permit, or they may be added later by an electrical or plumbing contractor and the fees added to the building permit. Indicate below if these optional permits are required. These three optional permits are: TML – Temporary meter Loop - Power for construction provided by CPS rather than an on-site generator TOPS – Temporary on Power Set – Permanent electrical meter released to CPS prior to completion of inspections Gas permit – Gas line provided for gas appliances and/or gas furnace – separate gas permit by plumbing contractor						
	TML	Yes	No	TOPS	Yes	No	Gas Permit
							Yes
18	If the applicant is not the owner, the applicant agrees by signing that the permit belongs to the property owner. <i>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that this permit belongs to the property owner.</i>						
19	Applicant Signature:					Date:	
	Relationship to Project (owner, architect, home builder etc.):					Phone:	
	Completeness Review by:					Date:	

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